



Volunteer Job Description Mail Out Clerk

- Position Summary:**
- Responsible for processing all envelopes for mail out
- Responsibilities:**
- Receive, meter and seal all envelopes for mail out
 - Ensure that all mail is metered with the correct value for mail out
 - Ensure that all mail is sealed properly
 - Keep accurate count of all mail outs
- Skills and Qualifications:**
- Attention to detail and accuracy
 - Ability to work in a task oriented environment
 - Ability to work with and trouble shoot a postage machine
 - Physically capable of standing at a postage machine and metering and sealing high numbers of envelopes
 - Must be able to lift a maximum of 25lbs
 - Good time management and organizational skills
 - Ability to communicate in a clear and concise manner
 - Able to work in busy environment
 - Non judgemental
 - Ability to work with confidential information and maintain an oath of confidentiality and trust
 - A caring and giving attitude
- Time Commitment:**
- 3 hour shifts; Monday to Friday, mid December
- Training Provided:**
- Personalized training by the Office Manager
- Immediate Supervisor:**
- Office Manager
- Benefits:**
- Opportunity to 'Share the Spirit of Christmas'
 - Networking opportunities
- Location:**
- 200, 4230 118 Avenue, Edmonton
 - Office is located on the 2nd floor. There is no elevator access. The ability to climb stairs is required.
- Outcome:**
- All mail outs are metered with the correct value and sealed appropriately for mailing
 - That the volunteer experience be a positive, fun and fulfilling one